

Venue: University of Messina (UNIME), Messina, Italy

Date: 19 September 2017

## SECOND QUALITY ASSURANCE COMMITTEE MEETING EVALUATION LIST

### The general organisation of the meeting

Grading	Poor	OK	Good	Very Good	Excellent
Logistic preparation and organization of meeting	1	2	3	4	5
Content of the Agenda	1	2	3	4	5
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	5

Comment:

### General working communication

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Communication before the meeting	1	2	3	4	5
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Objectives in the agenda regarding the NatRisk project are reached	1	2	3	4	5

Comment:

### Overall success of the meeting

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Opportunities to express your opinion and influence decisions	1	2	3	4	5
Achievement of the meeting and project goals	1	2	3	4	5
Discussion of tasks for the upcoming activities and meetings	1	2	3	4	5
Assignment of follow-up tasks	1	2	3	4	5

Comment:

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